



TOWN OF HUDSON

Municipal Utility Committee

David Shaw, Chairman

Brett Gagnon, Selectmen Liaison



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Hudson Municipal Utility Committee Meeting Minutes

Date of Meeting: June 8, 2021

Member Attendees:

David Shaw, Chairman

Chelsea Prindiville, Vice Chairman

Dawn Lavacchia

Brian Prindiville

Bill Abbott

Elvis Dhima, Town Engineer

Donna Staffier-Sommers – Administrative Aide

Absent:

Brett Gagnon, Selectman Liaison at BOS meeting

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Tuesday, June 08, 2021 at 6:58pm in the Buxton Meeting Room at Hudson Town Hall, 12 School Street Hudson, NH. Secretarial duties were provided by Donna Staffier-Sommers. The Town has lifted most Covid restrictions so the Committee is able to resume meeting at Town Hall.

First order of business was elections.

Bill Abbott nominated David Shaw for Chairman; Chelsea Prindiville seconded. Vote was unanimous.

Dawn Lavacchia nominated Chelsea Prindiville for Vice Chairman; Brian Prindiville seconded. Vote was unanimous.

1. Acceptance of minutes

The minutes of the October 20, 2020 Municipal Utility Committee meeting were reviewed.

A motion was made by Chelsea Prindiville to “accept the meeting minutes for meeting dated October 20, 2020, as written.” Dawn Lavacchia seconded. Motion carried with David Shaw and Bill Abbott abstaining.

2. Financial Status – Water Utility

A – B. The Expenditure and Revenue reports for October 2020 – April 2021.

Bill noticed that the software expense was high in the January report. Sewer is also high. The water and sewer budgets cover a share of the Munismart maintenance, GIS updates and AutoCad subscription. Revenue reports for September 2020 – May 2021 were reviewed with minor comments.

C. The Cash Flow Report July 2020 – March 2021 was reviewed.
The end balance needs to be updated in the water section.

D. The White Water monthly operations reports for October 2020 – April 2021 were reviewed. Brian pointed out that both the March and April reports indicate that a VFD was replaced at the Woodland Heights Booster station. Was this done two times and if so, why? Elvis to follow up. *The March report was incorrect. The only replacement took place in February.- Elvis*

3. Old Business- Water Utility - None

4. New Business – Water Utility

A. Abatements:

1. W-UTL-20-03- Bouchard 179 Highland Street
A disconnection fee was billed twice. Request abatement of one charge of \$125.00.

Bill Abbott made motion to “recommend the Board of Selectmen approve abatement W-UTL-20-03 in the amount of \$125.00 for the reason given.”
Second by Dawn Lavacchia. Motion carried.

2. W-UTL-20-04 – Dan Zheng Properties 48A Lund Drive
A disconnection fee was billed three times. Request abatement of two charges of \$125.00 or \$250.00.

Chelsea Prindiville made motion to “recommend the Board of Selectmen approve abatement W-UTL-20-04 in the amount of \$250.00 for the reason given.”
Second by Bill Abbott. Motion carried.

3. W-UTL-21-01 – Jersey Mike’s 6A Flagstone Dr- TABLED to next meeting
4. W-UTL-21-02 – Ortiz-Vinasco – 27 Pelham Road
Customer had a frozen water meter on a now demolished home and paid for a new one through Engineering. The Water Utility was not made aware of the purchase and billed him \$350.00 again for the meter installation.

Chelsea Prindiville made motion to “recommend the Board of Selectmen approve abatement W-UTL-21-02 in the amount of \$350.00 for the reason given.” Second by Bill Abbott. Motion carried.

5. Financial Status – Sewer Utility

A-C The Expenditure and Revenue reports for October 2020 – April 2021 and the Cash Flow Report for July 2020 – March 2021 were reviewed.

Bill noticed that line 5564-625 – I/I Study is over expended. Elvis recalled that the Selectmen adjusted the amount too low when reviewing the budget.

Brian noted that line 5562-244 medical exams is over expended. This is due to drug testing and medical exams.

D. The balance of capacity is at 210,500 gpd.

6. Old Business – Sewer Utility - None

7. New Business – Sewer Utility - None

8. Informational – None

9. Remarks by Selectman, members and staff

Bill – The capital assessment fee was last revised and approved by the Board of Selectmen in 2009 and should be revisited. This is typically done by the Finance Director. Elvis commented that the information needed is currently being processed.

Dawn- The number and meter graph needs to be updated on the Whitewater report. The numbers don’t jive.

Elvis arrived after attending the Board of Selectman meeting and responded to the questions of the Committee.

The next meeting is scheduled for July 20, 2021 at 7:00 pm. and will be held in the Board of Selectmen meeting room.

Motion by Dawn Lavacchia; second by Bill Abbott to adjourn at 8:31 pm.

Donna Staffier-Sommers
Sewer Utility Administrative Aide